

**DEPARTMENT OF THE NAVY
BUREAU OF NAVAL PERSONNEL
5720 INTEGRITY DRIVE
MILLINGTON TN 38055-0000**

IN REPLY REFER TO
BUPERSINST 4205.2A
PERS-64
17 Oct 00

BUPERS INSTRUCTION 4205.2A

From: Chief of Naval Personnel

Subj: PROCEDURES FOR SUPPLYING MUSICAL INSTRUMENTS, ACCESSORIES
AND SUPPLIES FOR OFFICIAL NAVY BANDS

Ref: (a) Allowance List of Musical Instruments, Accessories
and Supplies for Official Navy Bands (NAVPERS 15875F)
(b) SECNAVINST 5500.4G

1. Purpose. To issue procedures for supplying music, musical instruments, accessories and supplies for official Navy bands. This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. BUPERSINST 4205.2.

3. Applicability. This instruction applies only to official Navy bands, which are identified by a Manpower Authorization issued by the Chief of Naval Operations (CNO) and comprised of personnel of the musician rating, with the exception of Navy Band, Washington, DC, and Naval Academy Band, Annapolis, MD.

4. Responsibility. Musical instruments, accessories and supplies provided for official Navy bands remain the property of the Department of the Navy (DON) under the account of Navy Personnel Command (NAVPERSCOM). The bandmaster will maintain a signed Equipage Custody Record (NAVSUP 306), for all serialized equipment.

5. Procedures. Musical instruments, accessories, supplies and printed music will be provided under one of the following conditions:

a. Initial Outfitting. Upon the establishment of an official Navy band, NAVPERSCOM (PERS-64) will provide an initial allowance of musical instruments and accessories as outlined in reference (a).

b. New Items. New instruments and accessories not listed in reference (a) will be provided by NAVPERSCOM (PERS-64) when available. Additional quantities of new items should be requested as excess.

c. Replacement. Send a letter requesting replacement of musical instruments and accessories to NAVPERSCOM (PERS-64). One of the following reasons should be used for justification:

(1) To replace equipment requiring major repairs. Major repairs are those which cannot be accomplished locally. Include in the request the type, make, model and serial number of the equipment to be replaced, and a detailed description of the damage.

(2) To replace equipment received damaged in shipment. Include in request the type, make, model and serial number of the equipment to be replaced, and a detailed description of the damage.

(3) To replace equipment lost or stolen. Commands must initiate appropriate investigative action and, in the case of missing serialized equipment, must file a Report of Survey, (DD 200) per reference (b). Send a copy of the completed DD 200 to NAVPERSCOM (PERS-64) prior to requesting replacement equipment.

(4) To request excess/additional musical instruments and accessories. Requests for musical instruments and accessories in excess of allowance listed in reference (a) should be submitted by letter to NAVPERSCOM (PERS-64). Include in the letter a detailed justification for additional equipment.

d. Annual Inventory. Musical instruments and accessories listed in R-4 condition on annual inventories will be replaced without additional correspondence.

e. Local Purchase. Consumable musical supplies and printed music will be purchased locally, using funds provided by NAVPERSCOM (PERS-64).

6. Disposition of Musical Equipment and Accessories. Authority to dispose or transfer any musical equipment or accessory must be obtained in advance of disposition from NAVPERSCOM (PERS-64).

7. Forms. The following forms are available in the Naval Inventory Control Point using requisitioning procedures contained in CD-ROM NAVSUP PUB 600 (NLL), Navy Stock List of Publications and Forms:

a. DD 200 (2-91) (EG), Financial Liability Investigation of Property Loss, S/N 0102-LF-011-9100

b. NAVSUP 306 (1-83), Controlled-Equipage Custody Record, S/N 0108-LF-002-7400.

G. L. HOEWING
Rear Admiral, U.S. Navy
Deputy Chief of Naval Personnel

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